



VOLUNTEER TENNESSEE BOARD SITE VISITS

Volunteer Tennessee is the 25-member citizen board appointed by the Governor. This board qualifies Tennessee to receive federal funds for AmeriCorps from the Corporation for National & Community Service. Board members want to visit your program to check out their investment!

Benefits of Board member site visits to your program:

- ✓ Raise the profile of your program within your agency or institution.
- ✓ Recognize AmeriCorps members.
- ✓ Give members a chance to reflect, celebrate and demonstrate.
- ✓ Get local media attention.
- ✓ Develop an outside champion for your program who may be able to help with advocacy and/or funding.
- ✓ Use the opportunity to invite state and/or federal legislators and other stakeholders to attend the site visit and see your program.
- ✓ Get your good work recognized and appreciated!

Steps for hosting a visit:

- ❑ Think about when your AmeriCorps members could best show off what they do. If possible, arrange for the Board member(s) to see your AmeriCorps members in action. Work with members to develop a 10-15 minute presentation that explains your program. How has the community changed as a result of AmeriCorps? How have the members changed? Can you include a visit with a service recipient who has a particularly compelling story about your program's benefits to the community?
- ❑ Alert your agency executive director and site supervisors.
- ❑ Call your assigned Board member(s) to schedule the visit. **It is your responsibility as the program director to make the first call and to keep calling until the site visit is confirmed with all of the board members assigned to your program.** If you have more than one board member assigned to your program, do your best to find a single date and time that will work for everyone. Make sure the time, location and directions are very clear and confirmed.
- ❑ Facilitate an invitation from your agency's board chair or other appropriate official to other VIP's, like your state and federal legislators. Be sure to coordinate this with your assigned Board member(s), because he/she may be the best person issue the invitation to other VIP's.
- ❑ Invite your local media, using the attached fill-in-the-blank media template.
- ❑ Send your Board member your most recent progress report, current year performance measures, recent media coverage and other descriptive information about your program.
- ❑ After the visit, ask the Board members for feedback to you and your members.
- ❑ Keep their business cards and call if they can help in the future.